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| **INDOOR POOL CHECKLIST (rev. 3.23.16)** | **Date:** |  |  |
| **Tasks** |  | **Initials** |  |
| **OPENING** |  |  |  |
| Clock in and report to RSC |  |  |  |
| Get #7 key from Front Desk (Unlock door – Return key) |  |  |  |
| Set up lap lines weekdays (Not weekends) |  |  |  |
| Turn on speaker for Atrium Music at 10AM |  |  |  |
| Open all doors by 9 AM (10 AM Fridays) |  |  |  |
| Take lost and found to Towel Exchange |  |  |  |
| Check Pool Log for notes |  |  |  |
| Remove lap lines at 10 AM (11 AM Fridays) |  |  |  |
| Walk pool area and clean where needed |  |  |  |
| **DURING SHIFT** |  |  |  |
| Walk around pool & greet guests |  |  |  |
| Check Health Club hourly |  |  |  |
| Enforce all Pool, Atrium & Health Club rules |  |  |  |
| Write notes, questions, or issues in Pool Log |  |  |  |
| Keep Pool Shed locked |  |  |  |
| Clean - Lounges, Tables & Chairs as needed |  |  |  |
| Pick up trash - Sweep atrium areas as needed |  |  |  |
| Sweep puddles & wet areas - Position wet floor signs |  |  |  |
| Take towels/lost & found items to Towel Exchange |  |  |  |
| Health Club - Pick up weights, mats, Etc. - Turn off TV |  |  |  |
| Check Locker Rooms - Remove towels - Call HSK if wet/dirty |  |  |  |
| Check trash bins, empty if needed |  |  |  |
| **CLOSING** |  |  |  |
| Lock door leading to Locker Rooms /Health Club at 9 PM |  |  |  |
| Remind guests of Closing Time 15 min. before closing |  |  |  |
| Do final walkthrough, straighten, clean all tables & chairs |  |  |  |
| Lock all doors at 10 PM (9 PM Thursdays) |  |  |  |
| Turn sign to “CLOSED” |  |  |  |
| Sweep puddles and red carpet, take rope out of pool |  |  |  |
| Turn off Music Speaker |  |  |  |
| Move lounge chairs and tables for cleaning:  Sunday - Spa Side  Thursday - Kiddie Pool Side |  |  |  |
| If Maintenance is in Atrium: Circle One  YES - Lock all doors (except Lobby door) before you leave  NO - Get #7 Key from Front Desk and lock ALL doors |  |  |  |
| Put completed checklist in Lorie’s mail slot |  |  |  |

**NOTES:**